PART TIME COURSES

SUMMER 1974

THE GEORGE BROWN COLLEGE
OF APPLIED ARTS AND TECHNOLOGY

Education
For
Employment

AFFIX
STAMP
HERE

THE GEORGE BROWN COLLEGE
of Applied Arts and Technology,
P.O. BOX 1015,
Station "B",
TORONTO, ONTARIO M5T 2T9

BY THE PROVINCE OF ONTARIO THROUGH THE
MINISTRY OF COLLEGES AND UNIVERSITIES.

THIS IS YOUR RETURN ENVELOPE

PLEASE ENCLOSE CHEQUE OR MONEY ORDER, WET GUMMED AREAS AND SEAL

THE GEORGE BROWN COLLEGE OF APPLIED ARTS & TECHNOLOGY

PART TIME APPLICATION Please Print

Course Name | Course Code | Campus

2nd Choice | Course Code | Campus

3rd Choice | Course Code | Campus

M T W T F
Day(s) Requested (Where Applicable)

Mr. ☐ Mrs ☐
Miss ☐ Ms ☐
(Check one)

Surname | Given Name(s)

Address — Street, Apt No

City | Province | Postal Code

Business Phone | Home Telephone | Social Insurance Number

Day | Month | Year
Date of Birth

APPLICANTS MUST BE ONE OF THE FOLLOWING: Canadian Citizen, Landed Immigrant, Student Visa Holder

Date | Signature

Make cheques or money order payable to GEORGE BROWN COLLEGE.

TEAR ALONG PERFORATION LINE FOR SELF MAILING APPLICATION

PART TIME COURSES

SUMMER 1974

THE GEORGE BROWN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

P. O. BOX 1015, STATION B, TORONTO, ONTARIO M5T 2T9
TELEPHONE: (416) 967-1212 AND ASK FOR "INFORMATION"

THIS COLLEGE WAS ESTABLISHED AND IS FUNDED BY THE PROVINCE OF ONTARIO THROUGH THE MINISTRY OF COLLEGES AND UNIVERSITIES.

GENERAL INFORMATION

Part-time courses will be offered in the subjects listed on the following pages, at various starting dates throughout the summer; the starting date that applies to each course is shown directly after the name of the course.

REGISTRATION

At the George Brown College of Applied Arts and Technology at any time prior to the starting date of the course, between the hours of 8.30 a.m. and 4.30 p.m. at any of the campuses, Monday to Friday, excepting holidays.

Campus C - 507 College Street
Tel: 967-1212 Ext. 305 or 306

Campus CL - 160 Kendal Avenue
Tel: 967-1212 Ext. 405

Campus K - 21 Nassau Street
Tel: 967-1212 Ext. 606, 608, or 609

Campus T - 51 Teraulay Street
Tel: 967-1212 Ext. 504 or 510

All course descriptions indicate the campus that will conduct the course.

The amount of the fee for each course is stated in the course description; each of these amounts includes a $ 5.00 non-refundable registration fee. In some cases, the cost of laboratory fees and materials may be additional to the stated amount of the fee.

The receipt issued at the time of payment of fees is the official receipt for income tax purposes; please retain it carefully, since a duplicate cannot be issued.

SENIOR CITIZENS

Part-time course fees for Senior Citizens.

Anyone registering for a part-time course, who has attained the age of 65 on or before the starting date of the course will pay fees at the following reduced rates:

Courses up to 60 hours duration	$ 5.00
Courses beyond 60 hours duration	$ 5.00

plus a prorated amount for the hours beyond 60 at the rate of $ 5.00 for 60 hours.

IDENTIFICATION

Your receipt is your admit-to-lecture identification and must be shown to the instructor at the beginning of the course and whenever requested. No receipt is an indication of non-registration.

REFUNDS

The admissions office must be notified in writing of a student's withdrawal; forms are available at the office for this purpose. Refunds will be made only if requested before the third scheduled session of the course. The $ 5.00 registration fee is not refundable; in addition, a charge will be made of $ 2.00 per scheduled session held prior to the date of application for the refund, regardless of whether or not the student attended classes. If a course is cancelled, full refund will be made. REQUESTS FOR REFUNDS MUST BE ACCOMPANIED BY THE OFFICIAL RECEIPT (blue copy). In the case of a course failing to materialize because of insufficient enrolment, a full refund and notification will be forwarded to the applicant.

PREREQUISITES

Candidates should be advised that many of the following courses require considerable related experience. The prerequisites for any given course are the minimum requirements.

MINIMUM ENROLMENTS

The college reserves the right to cancel any class for which attendance has dropped below the required minimum and to suspend or combine during the session any classes in which attendance falls below the minimum. Although it is proposed to adhere to the program as outlined in the calendar, courses and hours of instruction are subject to revision without prior notice.

TEXTBOOKS AND SUPPLIES

Textbooks and supplies for all Part-time Courses may be purchased at the individual campus bookstores.

CERTIFICATION

Applicants should inquire at the time of registration concerning certification and accreditation. Courses with X appended to the course number indicate non-certificate or special interest courses.

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ACADEMIC COURSES

ACADEMIC UPGRADING (COLLEGE PREPARATORY) (Begins June 17)

A 10-week program of part-time courses designed for students seeking credits or improved standing for entry into community college diploma programs requiring fourth year high school or equivalent and for others who wish to upgrade their academic standing. Prerequisite: Gr. 11 or equivalent.

Such a program may be of particular interest to candidates for nursing, electronics engineering, food technology, architectural technology and other 2-year programs at community colleges.

Classes will be held in air-conditioned Casa Loma Campus

MATH 147B--Mathematics - Monday & Wednesday
SC 147C--Chemistry - Tuesday & Thursday
SC 147B--Biology - Monday & Wednesday
ENG 147 --English - Tuesday & Thursday

For each of the above courses

FEE: $ 30.00 60 hours Campus CL 5.30 p.m. to 8.30 p.m.

Phone any time to have your name placed on the list: E. Galezowski, 967-1212, ext. 522.

Registration: Week of June 10. Termination date: Week of August 26.

MUSIC

POPULAR KEYBOARD (Begins July 9, terminates August 8)

An intensive course for those who wish to play popular music on piano or organ.

MU 910 - Phase I - 10 a.m. to 12 noon, Tuesday & Thursday
MU 911 - Phase II - 1 p.m. to 3 p.m., Tuesday & Thursday
MU 912 - Phase III - 3 p.m. to 5 p.m., Tuesday & Thursday

For each of the above courses

FEE: $ 60.00 20 hours Campus T

Registration: Week preceding starting date
Phone 967-1212 "information" or Ralph Kydd: 231-9306

MUSICAL GRAMMAR (Begins July 8, terminates August 7)

A series of intensive courses that range from fundamental theory to theory of harmony, arranging, composition and tonality techniques.

MU 902 - Part I - 9 a.m. to 12 noon, Monday & Wednesday
MU 903 - Part II - noon to 3 p.m., Monday & Wednesday
MU 906 - Part III - 3 p.m. to 6 p.m., Monday & Wednesday

MUSICAL GRAMMAR (Continued)

For each of the above courses

FEE: $ 45.00 30 hours Campus T

Registration: Week preceding starting date
Phone 967-1212 "information" or Ralph Kydd: 231-9306

DANCE/DRAMA (Begins June 3)

THEA 905A Dance Fundamentals
THEA 905B Classical East Indian
THEA 905C Ballet
THEA 905D Modern Dance
THEA 905E Modern Jazz Dance
THEA 905F Tap Dance

For each of the above courses

FEE: $ 30.00 60 hours 10-week term (6 hours per week)

Registration: Week preceding starting date

Pre-beginners: (905A) Dance Fundamentals

Beginner and Intermediate levels in Ballet, Classical East Indian, Modern Dance (Graham Technique, Nikolois Technique, Weidman Technique), Modern Jazz Dance, Tap Dance.

Elective for all levels: History of Dance

This programme is offered in collaboration with the Canadian Dance/Drama Company and provides experience with a performance group.

Classes and registration at 294 Richmond Street East at Sherbourne.

Sessions may be daytime, evenings or week-ends.

Phone the College at 967-1212 for information or Gary Colwell at 863-1836.

ACTING

THEA 900 ACTING
FEE: $ 30.00 60 hours Casa Loma Campus

This is a workshop course in which beginners, experienced actors and professionals collaborate in a stimulating learning experience; creativity, body language, vocal and mental exercises, all focus on the techniques of contemporary Canadian theatre.

Phone 967-1212, ext. 521 or 921-5989 for information on starting date, class schedule and other arrangements.

ARCHITECTURAL TECHNOLOGY COURSE

PAINT 800 FURNITURE ANTIQUING (Begins July 2)

FEE: $ 40.00 30 hours Campus CL
Monday, Tuesday, Wednesday, Thursday, & Friday
9 a.m. to 12 noon each day

Two courses will be offered, the first from July 2 to July 15, and the second from July 16 to July 29.

FURNITURE ANTIQUING (Continued)

This course, essentially practical, embraces the removal of old finish and the preparation of woodwork for repainting; coating-in as a base for antiquing; stencilled decoration; marbling processes for tops of cabinetry; graining work and varnishing of finished work.

ATHLETIC DEPARTMENT COURSES

AUS 900 APPLIED UNDERWATER SCIENCE (Begins July 2)

FEE: $ 45.00 51-57 hours Location: 186 Beverley St.
Wednesday 7-10.30 p.m.

The course is 50% theory and 50% practical. The student is trained in the use of scuba equipment in water skills basic to a safe diver and understanding the effects of elevated pressure on the human body. The program enables a person to dive safely; prevent, diagnose and give first aid for diving accidents; make decompression and air consumption calculations; decode high pressure cylinders. The graduate will be able to demonstrate safe handling of scuba equipment in and out of the water; basic aquatic skills necessary to safe diving; life saving and first aid for diver rescue; diving technique under zero visibility conditions; ability to pass a written examination. Equipment for the course is supplied by the college and successful candidates will receive International Diver Certification. Termination date October 16, 1974

BABY 800 BABY SITTING (Begins July 2)

FEE: $ 30.00 15 hours Campus CL Tuesday & Thursday 10-11.30 a.m.

This is a course designed for the younger baby sitter who wants to know how to enjoy the hours she spends "sitting". Learn the basics of first aid, characteristics of a child, child care and child pastimes. Termination date August 13, 1974

BASK 800 BASKETBALL EDUCATION (Begins July 2)

FEE: $ 95.00 12 weeks Campus CL Monday, Tuesday, Wednesday, Thursday, & Friday 9 a.m.-12 noon

This course is offered to the community for basketball coaches and players. Each class will have one and one-half hours of lecture and one and one-half hours of gym activity with one-half hour break.

FIT 901 GENERAL FITNESS (Begins July 8)

FEE: $ 25.00 24 hours Campus CL Monday & Thursday 7-9 p.m.

This course is designed to improve your fitness level in all areas. Two fitness tests are to be administered. The first test is essential in evaluating the individual's initial fitness or physical level. The exercise program is then designed according to the test results, working specifically on the areas that need developing. Group size may range from 6-12 people and is led by an instructor. After the six-week program, there is the retest, which is important in determining the improvement made in the fitness level of the individual, and he is given a booklet containing his results and physical status. The individual is welcomed back any time to pursue further exercise programs. Termination date August 22, 1974

KUNG 800 KUNG FU (Begins July 2)

FEE: $ 25.00 24 hours Campus CL Tuesday & Wednesday 7-9 p.m.

Learn this ancient oriental art of self defence, teaching self-discipline and developing physical fitness. Termination date August 14, 1974.

YOGA 900 YOGA (Begins July 2)

FEE: $ 25.00 24 hours Campus CL Wednesday 7-9 p.m.

Yoga is the science of awareness and relaxation. Ancient techniques will be studied which strengthen the body's nervous system and increase mental concentration. These techniques will include breath control for increasing the breathing capacity, Hatha postures or Asanas, Mantra, and group awareness. The practice of yoga is non-competitive and personal. A follow-up course for continued study will be offered in the fall. Termination date September 25, 1974.

AUDIO VISUAL COURSES

As each of these courses will be limited to 20 students, early enrollment is advised.

For further information please call 967-1212 Local 581 or 591.

AV 800 GETTING MORE FROM YOUR CAMERA (Begins July 8, ends July 19)

FEE: $ 40.00 30 hours Campus CL Monday, Tuesday, Wednesday, Thursday, Friday 9 a.m.-noon

Bring your camera, preferably 35 mm, and some Ektachrome X daylight film to use with it. Various photographic projects will be undertaken out of doors. Talks will be given on cameras, lenses, and photographic techniques, including dark room work.

Location: Casa Loma Campus, Building C, Room 310

AV 801 IMPROVE YOUR MOVIES (Begins July 22, ends August 2)

FEE: $ 40.00 30 hours Campus T Monday, Tuesday, Wednesday, Thursday & Friday 9 a.m.-noon

A very practical course of instruction in film production techniques. This includes preparation of the script, camera position, lighting, titling, and editing. Learn how to add a professional touch to your movies; bring your camera and some film.

Location: Teraulay Street Campus, Room 438.

AV 802 ENTERTAINING SOUNDS (Begins August 12, ends August 23)

FEE: $ 40.00 30 hours Campus T Monday, Tuesday, Wednesday, Thursday & Friday 9 a.m.-noon

This practical course will help you better to understand how to obtain hi-fi quality from equipment you may possess, and will guide you in solving many related sound problems. A short basic introduction to sound techniques will be included.

Location: Teraulay Street Campus, Room 438

BUSINESS AND COMMERCE COURSES

OP 149 GENERAL OFFICE PRACTICE (Begins July 2, ends August 9)

FEE: $ 45.00 90 hours Campus T Monday, Tuesday, Wednesday, Thursday & Friday 9 a.m.-noon

Pre-requisite: 30 wpm in typing
A good command of English is essential.

To acquaint the student with general business procedures, and help her acquire the necessary skills and attitudes that will enable her to fit confidently into business life. This will be accomplished through teaching, discussion groups, the use of guest speakers from business and industry and through audio-visual aids.

Course content: In addition to office procedures and related topics, e.g., filing, purchasing, and accounting routines, rapid calculation through the use of business machines, and sessions in good grooming are part of the course. Lecture time is kept to a minimum and practical typing assignments are emphasized.

SH 900 REFRESHER COURSE - PITMAN SHORTHAND (Begins July 2, ends Aug.9)

FEE: $ 45.00 90 hours Campus T Monday, Tuesday, Wednesday, Thursday & Friday 1-4 p.m. daily

Designed for those who have had Pitman shorthand in the past and require a quick review before going on to increased speed.
Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory.
Course Content: Quick review of the principles of Pitman shorthand; emphasis on facility in the use of short-forms, contractions, intersections and phrases; attention to development of speed.

SH 906 SECRETARIAL SCIENCE SPECIAL (Begins June 3, ends August 23)

FEE: $ 90.00 360 hours Campus T Monday, Tuesday, Wednesday Thursday & Friday 8.50 a.m. - 2.50 p.m. daily

An intensive summer program for university students or equivalent, who wish to add the secretarial skill dimension to their degree program. The program will enable university graduates to obtain employment in the secretarial field upon graduation, and/or will provide them with the necessary skills for taking notes, typing essays, theses and the various papers required during their university term.
Prerequisite: University student or equivalency determined by test.
Course content: Forkner shorthand, typewriting, office practice, and business machines.

TYP 158 TYPING REFRESHER (Begins July 2, ends August 9)

FEE: $ 45.00 90 hours Campus T Monday, Tuesday, Wednesday, Thursday & Friday 9 a.m.-noon

Prerequisite: Previous experience in typing. Current typing skill of 15-20 wpm minimum.

To enable former trained typists to regain earlier skills to prepare for employment.

FASHION TECHNOLOGY COURSES

BARB 900 MEN'S HAIRSTYLING (1st course begins July 15, ends July 26; 2nd course begins August 12, ends 23)

FEE: $ 30.00 60 hours Campus K Monday, Tuesday, Wednesday, Thursday & Friday 9a.m.-3 p.m. daily

Prerequisite: Ontario Certificate of Qualification and currently employed.
Course content: Practical haircutting, shampoos, discussion on styles, styling and blow waving, tinting, bleaching, processing, razor cutting, hair pieces.

HAIR 900 LADIES' HAIRSTYLING (ADVANCED) (1st course begins July 8, ends 19 2nd course begins July 22, ends August 2)

FEE: $ 60.00 60 hours Campus K Monday, Tuesday, Wednesday, Thursday & Friday 9 a.m.-3 p.m. daily

Prerequisite: Ontario Certificate of Qualification and currently employed.
Course content: Review of basic techniques, advanced methods of scissor cutting, blow waving, ironing, back-combing and back-brushing techniques, handling long hair, hair pieces and current fashion trends.

FURN 103 FURNITURE REFINISHING (1st course begins July 8, ends July 19 2nd course begins August 12 ends 23)

FEE: $ 50.00 60 hours Campus K Monday, Tuesday, Wednesday Thursday & Friday 9 a.m.-3 p.m. daily

Surface preparation and basic colour treatments including

staining and glazing. Hand and spray application of varnish, shellac and lacquer.

FURN 104 FURNITURE UPHOLSTERY (Begins July 22, ends August 2)

FEE: $ 50.00 60 hours Campus K Monday, Tuesday, Wednesday, Thursday & Friday 9 a.m.-3 p.m. daily

Practical elementary upholstery including: sinuous springing, cutting, power sewing, stuffing, fabric application and trimming.

DRES 141 APPAREL DESIGN (1st course begins July 8, ends July 19 2nd course begins August 12, ends August 23)

FEE: $ 30.00 60 hours Campus K Monday, Tuesday, Wednesday, Thursday & Friday 9 a.m.-3 p.m. daily

This is a course in elementary dressmaking using commercial patterns. Projects: shifts of jumpers, skirts (wool), and/or blouses (cotton). Measurements, relationship of pattern, style and fabric; laying out patterns; sewing techniques (hand and domestic machine).

DRES 151 ADVANCED SEWING TECHNIQUES (Begins July 22, ends August 2)

FEE: $ 30.00 60 hours Campus K Monday, Tuesday, Wednesday, Thursday & Friday 9 a.m.-3 p.m. daily

Construction layout, cutting, finishes. Making samples. Projects: detailed dresses, skirts and weskits (lined) and gowns. Emphasis on fitting, hand finishes and detail. Application of trims, bound button-holes, pockets, zippers, etc.

PAT 141 APPAREL PATTERN DRAFTING (Elementary) (1st course begins July 8, ends July 19; 2nd course begins August 12 ends August 23)

FEE: $ 30.00 60 hours Campus K Monday, Tuesday, Wednesday, Thursday & Friday 9 a.m.-3 p.m. daily

Elementary pattern design (women's and children's wear). A systematic method of pattern cutting by drafting directly "on the flat" (i.e. on paper). 1) Drafting the basic foundation pattern in manufacturing sizes to a "price line". 2) Fit and alter patterns. 3) Basic principles of styling; design sketches.

PAT 151 APPAREL PATTERN DRAFTING (Advanced) (Begins July 22 , ends Aug.2)

FEE: $ 30.00 60 hours Campus K Monday, Tuesday, Wednesday, Thursday & Friday 9 a.m.-3 p.m. daily

Sequel to PAT 141, designing a garment from sketch or original idea and drafting pattern for commercial use; includes creative styling of coats, suits, sportswear, dresswear; advanced styling.

PAT 144 FASHION ILLUSTRATION I (1st course begins July 8, ends July 19 2nd course begins August 12 , ends 23)

FEE: $ 30.00 60 hours Campus K Monday, Tuesday, Wednesday, Thursday & Friday 9 a.m.-3 p.m. daily

Elementary course in Fashion Art: drawing figures and clothing (still and from life) to show fashion, style design, fabric texture, in preparation for apparel pattern drafting or advertising layouts.

PAT 154 FASHION ILLUSTRATION II (Begins July 23 , ends August 2)

FEE: $ 30.00 60 hours Campus K Monday, Tuesday, Wednesday, Thursday & Friday 9 a.m.-3 p.m. daily

Commercial applications in fashion art - creative sketching, line, colour, concepts (fashion).

FT 909 WEAVING (1st course begins July 8, ends July 19
Elementary 2nd course begins August 12 , ends August 23)

FEE: $ 30.00 60 hours Campus T Monday, Tuesday, Wednesday, Thursday, Friday 9 a.m.-3 p.m. daily

Prerequisite: A keen desire to learn hand weaving.
Course content: Beginners will learn the basic of hand weaving which will include practical instruction and theory in plain and twill weave. Finger technique, project work and overshot weaving will result as experience is gained on the 27-inch floor looms. Materials extra.

FT 910 ADVANCED WEAVING (Begins July 22, ends August 2)

FEE: $ 30.00 60 hours Campus T Monday, Tuesday, Wednesday, Thursday, Friday 9 a.m.-3 p.m. daily

Prerequisite: FT 909 Elementary Weaving

An extension of basic handweaving, finger techniques, and overshot weaving, as they apply to home furnishings, drapes, upholstery, etc.

CER 900 CERAMICS (1st course begins June 10, ends June 28
2nd course begins July 8, ends July 26
3rd course begins August 5, ends August 23)

FEE: $ 70.00 90 hours Campus CL Monday, Tuesday, Wednesday, Thursday, Friday 9 a.m.-3 p.m. daily

Pottery and the wheel; shaping; theory and creation of objets d'art; material supplied.

FOOD TECHNOLOGY COURSES

BAR 800 THE FINE ART OF MIXING DRINKS (Begins July 10, ends August 7)

FEE: $ 25.00 15 hours Campus K Wednesday 1-4 p.m.

Topics: a) Equipment required for home bar set-up.

b) Suggested types of liqueurs, spirits and condiments required for set-up.

c) Demonstration and practice regarding the use of cocktail equipment.

d) Recipes, demonstration and practical preparation of fifteen most popular cocktails and tall drinks.

F 813 PATIO ENTERTAINMENT (Begins July 10, ends August 7)

FEE: $ 35.00 15 hours Campus K Wednesday, 1-4 p.m.

Topics: a) Barbecue equipment and fire building.

b) Types of meat, fish, poultry, vegetables, suitable for barbecuing.

F 812 THE JOYS OF CHINESE COOKING (Begins July 9, ends August 6)

FEE: $ 25.00 15 hours Campus K Tuesday, 1-4 p.m.

Topics: a) Advantages and versatility of Chinese utensils.

b) Purchase of specialty Chinese foods.

c) Demonstration regarding the preparation of a series of basic Chinese dishes. Sampling will be done by students.

GRAPHIC ARTS COURSES

GD 101 LIFE DRAWING (1st course begins July 2, ends July 12
2nd course begins July 29, ends August 9)

FEE: $ 66.00 60 hours Campus CL Monday, Tuesday, Wednesday, Thursday, Friday 9 a.m.-3 p.m. daily

Prerequisites: Interest in art

Course will consist of two levels: elementary and advanced. It is designed to improve the artist's ability to draw the human form. It will consist of a series of twenty-minute poses and longer poses agreed upon by the instructor and students for more detailed study of the figure. The student will be encouraged to use various media such as charcoal, conte, etc. The instructor will instruct and criticize the students' work on two levels: basic level to help the beginner, and a more advanced criticism for the more experienced students.

GD 108 STILL LIFE DRAWING & PAINTING (1st course begins July 2, ends 12
2nd course begins July 15, ends 26)

FEE: $ 66.00 60 hours Campus CL Monday, Tuesday, Wednesday, Thursday & Friday 9 a.m.-3 p.m. daily

Prerequisites: Interest in art

The course will consist of two levels: beginners and advanced. This course is designed to give the student an opportunity to do still life drawing and then to proceed on to still life painting. The elementary group will be painting in monotone for the first painting: the advanced group will be using a full palette of colour. The instructor will instruct and criticize on two levels.

GD 801 LIFE PAINTING (1st course begins July 15, ends July 26
2nd course begins August 12, ends August 23)

FEE: $ 66.00 60 hours Campus CL Monday, Tuesday, Wednesday, Thursday, Friday 9 a.m.-3 p.m. daily

Prerequisites: Interest in art

The course will consist of two levels: elementary and advanced. The life model will take long poses enabling the student to complete several life paintings in the duration of the course. The instructor will instruct and criticize the students on two levels: beginners and advanced. This will include instruction in mixing oil paints and the use of colour values in life painting.

GD 802 CITY SCAPES (1st course begins July 29, ends August 9
2nd course begins August 12, ends August 23)

FEE: $ 66.00 60 hours Campus CL Monday, Tuesday, Wednesday, Thursday, Friday 9 a.m.-3 p.m. daily

Prerequisites: Interest in art

This course will consist of two levels: elementary and advanced. The student will have an opportunity, under the guidance of an instructor, to paint interesting parts of the inner core of the city of Toronto such as Kensington Market, Cherry Street Docks, and buildings of historical interest. At the beginning of the course the students will be doing pencil sketches, and, if the weather is good, will accumulate a number of sketches with colour notes to use in the studio when the weather is poor. On unfavourable days these sketches will be developed using various techniques: pen and ink to produce interesting textures, and going forward as time allows, using watercolour or oil painting in the classroom. The instructor will instruct and criticize the students on two levels according to their ability.

GD 803 BASIC CHINESE PAINTING & TECHNIQUES (1st course begins July 2, ends July 19; 2nd course begins July 22, ends August 9)

FEE: $ 66.00 60 hours Campus CL Monday, Tuesday, Wednesday, Thursday, Friday 9 a.m.-1 p.m.

Prerequisites: Interest in oriental art and painting

A basic introduction to the fundamentals of Chinese painting including composition, perspective, techniques and philosophy in Chinese art. Students will receive instruction in how to use Chinese painting materials: brush, ink-stick, Chinese painting paper, inkstone and Chinese color. Students will paint from the beginning. The basic course will include the four paragons, plum, orchid, bamboo and chrysantheum birds and insects.

GD 804 WOOD CARVING (1st course begins July 15, ends August 2, 2nd course begins August 6, ends August 23)

FEE: $ 90.00 90 hours Campus CL Monday, Tuesday, Wednesday, Thursday, Friday 9 a.m.-3 p.m. daily

Prerequisites: Interest in Wood Carving

Course content: Properties of wood, nature of woodcarving; principles of design as applied to the materials; selection of tools.

Demonstration of Techniques: Carving in round, relief, incised, pierced, decorative chip and gouge carving, construction, arrangement of carved forms for decorative purposes. Applied carving for functional objects. Finishing techniques. Inlay of metal in wood for jewellery and other objects.

MANAGEMENT DEVELOPMENT COURSES

ED 901 TEACHING TECHNIQUES FOR ADULTS (July 2-July 19 inclusive)

FEE: $ 50.00 90 hours Campus CL 3 weeks, 9 a.m.-4 p.m. daily

This course is designed for people in industry, commerce, the professions and adult education who have an interest in the instruction of other people. It is a basic course combining a minimum of pedagogical theory with practical instructional technique.

Course content: Theories of learning, adult learning, individual differences, subject analysis, lesson planning, curriculum development, lesson types, teaching aids, evaluation, practice teaching, critical appraisals of teaching techniques.

For teachers employed in hairdressing or barbering schools, the Ministry of Labour insists on successful completion of this course in order to qualify for a licence to teach. It is also appropriate for teachers or instructors in any adult teaching-learning situation.

SPECIAL COURSES IN SUPERVISION

The following courses are designed to provide additional training for those who are employed in the supervisory field or who are considering employment in this area.

ES 900 EFFECTIVE SUPERVISION - PRODUCTION (July 9-July 12 inclusive)

FEE: $ 50.00 24 hours Campus CL 9 a.m.-4 p.m. daily

This course covers a broad segment of industrial supervision, presenting the philosophical and elementary technology background. It is designed especially for the supervisor and foreman.

The four specific objectives are as follows: To identify the supervisor's function, to reduce waste of human and financial resources, to reduce basic work and material content, to improve the motivational climate of the organization. The ten session topics are: Role of the Supervisor; Principles of Effective Supervision; Setting Objectives; Planning of Work; Scheduling of Work; Dispatching & Expediting; Measuring & Evaluation; Taking Corrective Action; Work Simplification; Motivation.

ES 902 EFFECTIVE SUPERVISION - ADMINISTRATION

July 16 - July 19 inclusive (6 hours per day) OR
July 23 - July 26 inclusive (6 hours per day)

FEE: $ 50.00 24 hours Campus CL 9 a.m.-4 p.m. daily

The object of the course is to improve the ability of the supervisor. It is designed for supervisors in administrative, office, clerical, professional, technical, financial and commercial fields. It will be beneficial to those in both profit-oriented and service industries, in government organizations, in small, medium or large enterprises. The administrative supervision course can be taken in place of the production or construction courses.

The ten session topics are: The Role of the Supervisor, Principles of Effective Supervision, Analyzing the Problem, Setting Objectives and Goals, Organizing and Planning, The Human Factor, Flow of Information, Improvement, Evaluating Operations and Controlling Activities, Managing High Talented Personnel.

In each session the student will apply problem-solving techniques to a typical administrative situation.

The material provided includes up-to-date ideas in productivity improvement and systems analysis.

ES 903 EFFECTIVE SUPERVISION - HUMAN RELATIONS (July 16-July 19 inclusive)

FEE: $ 50.00 24 hours Campus CL 9 a.m.-4 p.m. daily

The objective of this course is to help the supervisor to deal effectively with his problems in the area of personnel management. Using the case method, the student in effect learns by "doing" and studies human relations in accordance with modern management concepts. The cases include a cross-section of incidents in various business concerns.

The ten session topics are: Understanding People, Selection and Induction, Training Employees, Developing and Maintaining Morale, Elements of Wage and Salary Administration, Effective Communications, Appraising Employee Performance, Discipline and Corrective Action, Understanding the Collective Agreement, Planning and Organizing for Results.

Two alternate sessions are available: Leadership - Resistance to Change.

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ES 905 EFFECTIVE SUPERVISION - COMMUNICATIONS

July 9 - July 12 inclusive (6 hours per day) OR
July 16 - July 19 inclusive (6 hours per day)

FEE: $ 50.00 24 hours Campus-CL 9 a.m.-4 p.m. daily

This course has been designed to make the supervisor aware of the importance of communications. It is recognized that a basic need of all managers is that they be able to communicate. The course is ten sessions in length and will give ample practice in the methods of effective communications, together with the reasons for their use.

The ten session topics are: Communication - its Meaning and Definition; Communication - Problems through Several Levels; Communication is a Two-Way Street; Communication through Conversation; Let's Learn to Listen; Communication through Practice; Barriers to Communication; Verbal Communication; Rules of What and How; The Written Communication .

ES 907 EFFECTIVE SUPERVISION - HOSPITALS (July 23-July 26 inclusive)

FEE: $ 50.00 24 hours Campus CL 9 a.m. to 4 p.m. daily

This series of 10 case studies has been especially designed for people in a supervisory role, regardless of their department within a hospital. It is applicable to any in the hospital setting who wish to prepare themselves for advancement.

The ten session topics are: The Role of Hospital Supervisors; Principles of Hospital Supervision; Management by Objectives; Organizing, Decision-making and Delegating; Performance Appraisal; Attitudes and Motivation; The Management of Change; Training and Development; Handling Discipline and Morale; and Team Development.

ES 913 MANAGEMENT FOR RESULTS (July 8 - July 12 inclusive)

FEE: $ 80.00 30 hours Campus CL 9 a.m.-4 p.m. daily

Objectives: To improve the management ability of managers in the senior to middle levels in organizations of all types. Applicants should hold senior responsibility for a complete unit, be willing to devote a considerable amount of time to preparation for the seminar outside of the conference room, have an enquiring mind and a desire to share ideas and experiences regarding the art of management.

Course content: This course examines the whole process of management. Emphasis is placed on the role of the manager, on basic principles and on advanced concepts such as green lighting, motivation, job enrichment, vertical job loading, and management by objectives.

The ten session topics are: The Management Process; The Dynamics of Delegation; The Starting Point: Getting Organized; Managing Human Resources; Motivation Through Job Enrichment; The Effective Manager in Action; Management by Objectives; The Systems Approach; Setting Objectives and Performance Planning; Follow-up.

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REAL ESTATE

RE 900 INTRODUCTION TO REAL ESTATE (DAY CLASSES)

FEE: $ 100.00 90 hours Campus CL

A new class starts each Monday, 9 a.m.-4 p.m.

This course is the prerequisite for a licence to sell real estate in Ontario. 75% attendance at class and 75% on the final examination are required. All text books and forms are supplied.

Course content: (As prescribed by the Provincial Advisory Committee of the Ministry of Consumer and Commercial Relations.)

Session No. 1 - General Information. 2-3 - Real Estate & Business Brokers Act. 4 - General Introduction. 5 - Code of Ethics. 6 - Broker-Salesman Relationship. 7-8 - Municipal Regulations. 9 - Construction. 10 - New House Sales. 11-12 - Mortgages. 13-14 - Mortgage Financing. 15-16 - Evaluation. 17 - The Vendor. 18 - Listing Agreements. 19 - Advertising. 20 - Specific Advertising. 21-22 - The Prospect. 23 - Contract Law. 24-28 - Agreement of Purchase & Sale. 29 - Review & Glossary of Real Estate Terms.

Note: These classes fill approximately 4 weeks before the starting date. Please call to confirm whether there is space in the class you desire before sending your certified cheque or money order for the registration fee. (Registrations without a certified cheque or money order will not be accepted.) Training in Business & Industry 967-1212, Ext. 595.

Text book should be picked up at 37 Dartnell Avenue before classes begin.

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(Check one)

Surname | Given Name(s)

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Day | Month | Year
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Telephone (416) 967-1212

Key to Campus Locations

C College Street
507 College St.

CL Casa Loma
37 Dartnell Ave.

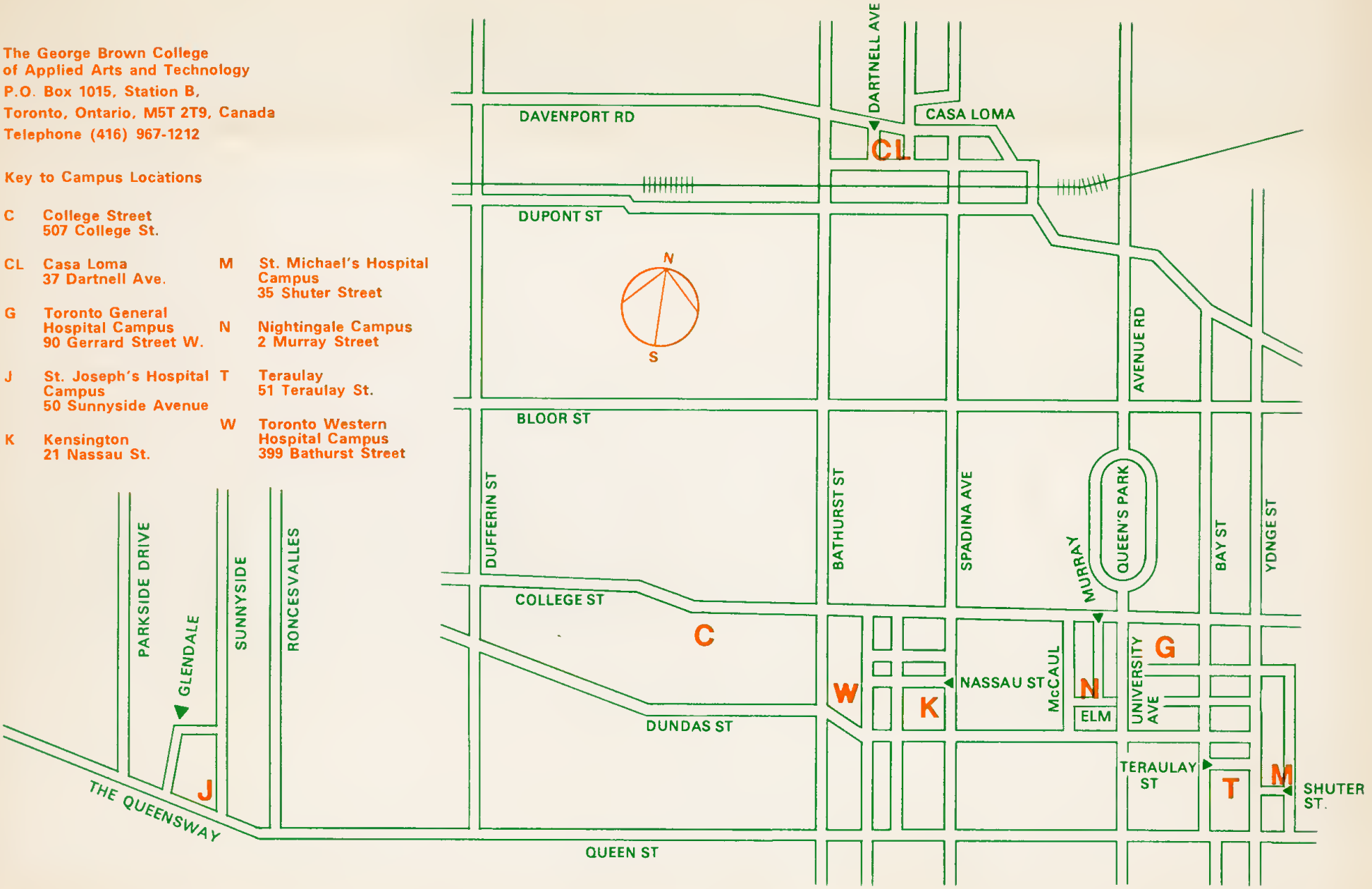
G Toronto General
Hospital Campus
90 Gerrard Street W.

J St. Joseph's Hospital
Campus
50 Sunnyside Avenue

K Kensington
21 Nassau St.

M St. Michael's Hospital
Campus
35 Shuter Street

N Nightingale Campus
2 Murray Street

T Teraulay
51 Teraulay St.

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